



Environmental Management Consolidated Business Center (EMCBC)

Subject: EMCBC - Environmental Management System (EMS) Program Description

Program Description

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

1.0 PURPOSE

The purpose of this Program Description is to provide an Environmental Management System (EMS) for the EMCBC and outline a System for EMCBC and Service Level Agreement (SLA) sites that is compliant with DOE O 450.1, "*Environmental Protection Program*". The EMCBC EMS strives to provide sound stewardship practices that are protective of the air, water, land, and other natural and cultural resources impacted by EMCBC and EMCBC/SLA operations. The goal of the EMCBC is to cost effectively meet or exceed compliance with applicable environmental; public health; and resources protection laws, regulations, and DOE requirements.

2.0 SCOPE

This EMS Program Description is for use by EMCBC. EMCBC/SLA sites may adopt similar processes and programs or develop stand alone EMS based on their operations.

3.0 APPLICABILITY

3.1 This Program Description applies to the EMCBC and EMCBC/SLA site elements choosing to adopt it that are responsible for the management and operation of the Department's facilities. SLA Sites will need to develop and define their own EMS Program Elements implemented for their site.

3.2 The EMCBC and EMCBC/SLA site elements must ensure the implementation of an EMS and where an Integrated Safety Management System (ISMS) is not applicable shall interpret all references to ISMS within this Procedure to mean EMS.

4.0 REQUIREMENTS and REFERENCES

4.1 REQUIREMENTS:

4.1.1 DOE O 226.1A (Order, 07/31/2007, HS) Implementation of Department of Energy Oversight Policy

4.1.2 DOE P 226.1A (Policy, 05/25/2007, HS) Department of Energy Oversight Policy

- 4.1.3 DOE O 450.1 Admin Chg 1 (Order, 01/15/2003, HS) Environmental Protection Program
- 4.1.4 DOE P 450.4 (Policy, 10/15/1996, HS) Safety Management System Policy
- 4.1.5 DOE P 455.1 (Policy, 07/15/2003, EM) Use of Risk-Based End States
- 4.1.6 Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management

4.2 REFERENCES:

- 4.2.1 EMCBC Implementing Procedures and Documents:

Oversight

- PL-226-01, EMCBC Oversight Plan
- IP-414-02, Assessment Procedure for Federal Employees
- PD-414-03, Pegasus Users Guide

Quality Assurance

- PL-414-01, EMCBC Quality Assurance Program
- IP-250-01, Preparation, Review, Approval, Revision, and Distribution of EMCBC Implementing Procedures, Policy Statements, and Program Descriptions
- IP-414-02, Assessment Procedure for Federal Employees
- PS-243-01, Records Management Policy

Integrated Safety Management

- PL-442-01, EMCBC FEOSH Program
- IP-451-01, NEPA Compliance

Business Operations

- PL-250-02, EMCBC Directives Management Plan
- IP-540-01, Procurement Authorities, Delegations, and Responsibilities
- IP-580-01, Real Property
- IP-580-02, Personal Property
- EMCBC Strategic Plan

5.0 DEFINITIONS

See DOE G 450.1-1A Implementation Guide for Use with DOE O 450.1, Environmental Protection Program, Attachment 5 Glossary

6.0 RESPONSIBILITIES

6.1 EMCBC Director

6.1.1 Ensures the appropriate processes are in place to oversee effective execution of mission activities and implementation of the EMCBC/SLA Environmental Management System (EMS) Program.

6.1.2 Ensures that line management develops effective, documented programs for conducting oversight assessments of their contractor programs.

6.2 EMCBC Assistant Director, Office of Contracting

6.2.1 Ensures contractor requirements document (CRD) (Attachment 1, DOE O 450.1) is incorporated into all DOE contracts pursuant to 48 FR 970.5204-2, "Laws, regulations, and DOE directives," by notifying contracting officers of affected contracts.

6.3 EMCBC Assistant Director, Office of Logistics Management

6.3.1 Support the assessment of EMS's in accordance with DOE O 450.1 and DOE O 226.1

6.4 EMCBC Assistant Director, Office of Technical Services

6.4.1 Provide technical assistance to the Federal Project Director, as requested.

6.5 Federal Project Director

6.5.1 Approve, or obtain approval as appropriate, Site Contractors EMS incorporated via the Site ISMS in accordance with DOE O 450.1.

6.5.2 Conduct operational assessments of the Site EMS to ensure opportunities are being implemented.

7.0 GENERAL INFORMATION

7.1 The EMCBC and EMCBC/SLA sites EMS shall identify opportunities for improving how work processes and activities are performed; set goals and establish programs aimed at minimizing the wastes generated; reduce the quantity and toxicity of emissions and discharges to the environment; and identify opportunities for improving energy efficiency in conducting day to day operations.

7.2 The EMCBC and EMCBC/SLA sites shall ensure the site EMS does the following.

- 7.2.1 Provides for the systematic planning, integrated execution, and evaluation of programs for
 - 7.2.1.1 public health and environmental protection,
 - 7.2.1.2 pollution prevention (P2), and
 - 7.2.1.3 compliance with applicable environmental protection requirements
- 7.2.2 Includes policies, procedures, and training to identify activities with significant environmental impacts, to manage, control, and mitigate the impacts of these activities, and to assess performance and implement corrective actions where needed.
- 7.2.3 Includes measurable environmental goals, objectives, and targets that are reviewed annually and updated when appropriate.
- 7.3 The EMCBC and EMCBC/SLA sites shall integrate the EMS with ISMS and shall do the following.
 - 7.3.1 Consider the following for inclusion as applicable:
 - 7.3.1.1 conformity of DOE proposed actions with State Implementation Plans to attain and maintain national ambient air quality standards,
 - 7.3.1.2 implementation of a watershed approach for surface water protection,
 - 7.3.1.3 implementation of a site-wide approach for groundwater protection,
 - 7.3.1.4 protection of other natural resources including biota,
 - 7.3.1.5 protection of site resources from wildland and operational fires, and
 - 7.3.1.6 protection of cultural resources.
 - 7.3.2 Promote the long-term stewardship of a site's natural and cultural resources throughout its operational, closure, and post-closure life cycle.
 - 7.3.3 Reduce or eliminate the generation of waste, the release of pollutants to the environment, and the use of Class I ozone-depleting substances (ODS) through source reduction including segregation and substitution, re-use, recycling, and sustainable development, and by procuring environmentally preferable products and services, pursuant to the DOE P2 and Sustainable

Environmental Stewardship Goals found in Attachment 2 of DOE Order 450.1c3

7.3.4 Ensure the early identification of, and appropriate response to, potential adverse environmental impacts associated with DOE operations, including, as appropriate, preoperational characterization and assessment, and effluent and surveillance monitoring.

7.4 The EMCBC and EMCBC/SLA sites EMS shall be designed to integrate environmental protection, environmental compliance, and pollution prevention into work planning and execution throughout all work areas as a function of the Integrated Safety management system (ISMS). The term EMS is used throughout this document to represent the integrated ISMS/EMS approach to all work activities. Table 1 shown below shows the major parallels between ISMS and EMS.

Table 1, Major Parallels Between ISMS and EMS		
	Integrated Safety Management System	Environmental Management System
		➤ Policy
PLAN	Analyze Hazards	Planning
	<ul style="list-style-type: none"> ➤ Identification of Safety Hazards and Requirements <ul style="list-style-type: none"> ▪ Analyze Hazards ➤ Safety Standards and Requirements ➤ Balanced Priorities ➤ Line Management Responsibility ➤ Clear Roles and Responsibilities 	<ul style="list-style-type: none"> ➤ Environmental Aspects <ul style="list-style-type: none"> ▪ Determine Significant Aspects ➤ Legal and other Requirements ➤ Measurable Environmental Goals, Objectives and Targets ➤ Environmental Management Programs
DO	Develop & Implement Hazard Controls	Implementation & Operation
	<ul style="list-style-type: none"> ➤ Hazard Controls Tailored to Work ➤ Perform Work Within Controls ➤ Clear Roles and Responsibilities ➤ Competence Commensurate with Responsibilities 	<ul style="list-style-type: none"> ➤ Structure and Responsibility ➤ Training, Awareness, and Competence ➤ Communication ➤ Document EMS ➤ Document Control ➤ Operational Control ➤ Emergency Preparedness and Response
CHECK	Provide Feedback & Continuous Improvement	Checking & Corrective Action
	<ul style="list-style-type: none"> ➤ Provide Feedback on Adequacy of Controls ➤ Continuous Improvement in Defining and Planning Work 	<ul style="list-style-type: none"> ➤ Monitoring and Measurement ➤ Nonconformance Corrective/Preventive Action ➤ Records ➤ EMS Audit/Self-assessment ➤ Management Review ➤ Continuous Improvement
ACT	Annual ISMS Review	Management Review
	➤ Continuous Improvement	➤ Continuous Improvement

8.0 PROGRAM DESCRIPTION

8.1 In accordance with the EMCBC Strategic Plan, Goal 1-3, the EMCBC will “Conduct environmental, transportation, and energy related activities under respective missions in an environmentally, economically, and fiscally sound, integrated, and continuously improving efficient and sustainable manner.” In support of this goal, the EMCBC has implemented the following strategies;

8.1.1 Acquire goods and services that effectively use sustainable environmental practices, including bio-based, environmentally preferable, energy/water efficient, and recycled-content products to support the goals of EO13423.

8.1.2 Implement a Vehicle Fleet Utilization program and strategies to achieve Alternative Fuel Vehicle goals.

8.1.3 Implement a pollution prevention and waste minimization program in support of an environmentally friendly workplace.

8.2 The EMCBC has implemented the following programs and initiatives in support of the EMCBC Strategic Plan goal and strategies.

8.2.1 The EMCBC Office of Contracting (OOC) has implemented the following measures;

- Updated Purchase Card Holder procedure to incorporate the latest requirements for acquisition of goods and services to include “green purchasing” requirements of buying recycled goods and bio-based products.
- Issued Acquisition Letters for inclusion with major site contracts and updating of applicable EO 13423 language, Statements of Work, Award Fee Plans and Performance Based Incentives
- Scheduled EMCBC participation in the Training Tele-video in support of Green Purchasing for December 2007. Targeted staff include Purchase Card Holders, Contracting and Logistics staff.
- Completion of the Annual RCRA Affirmative Procurement Report
- Establishment of the EMCBC Transformation Energy Action Management Team for Acquisition

8.2.2 The EMCBC Office of Logistics (OLM) has implemented the following Vehicle Fleet Utilization measures;

- Encouraging the construction and opening of a Bio-Fuels (E-85) Fueling Station near the Portsmouth Facility that commenced operations on November 5, 2007.

- Working with the contractor (PRS) at the Paducah Project to install above ground storage tanks to provide E-85 and bio-diesel fuels for refueling government vehicles. The facility is scheduled to come online by March 31, 2008
- Encouraging the use of and continued expansion of E-85 capable GSA fleet vehicles for the Greater Cincinnati Metropolitan area through the local GSA Motor Pools.
- Identifying alternative fuels re-fueling stations at and around EMCBC travel destinations and providing that information to EMCBC employees through a web link on the EMCBC home page. Scheduled implementation is January 18, 2008.

8.2.3 The EMCBC Office of Logistics has implemented the following actions regarding Waste Minimization, Pollution Prevention and ES&H Strategies;

- A pollution prevention and waste minimization program has been implemented to remove plastic, aluminum cans, glass bottles and jars from the EMCBC Chiquita Center Office on a weekly basis.
- Document destruction services are procured from vendors, who in turn, provide shredded paper to pulp mills for reuse.
- Implemented an Occupant Emergency Plan and annually drilled the building evacuation capabilities of the staff.
- Incorporated DOE Oversight and Contractor Assurance into the overall Project and Compliance Support activities. This is managed through the Federal Project Directors and supported by the EMCBC, OLM and includes Corrective Action implementation.

8.3 Small Sites Federal Projects choosing to adopt and apply the EMCBC Environmental Management System Program Description should develop their own site specific document, similar in format and content to Section 8 of this Program Description. The section should outline what activities they have or will implement in support of EO 13423, Strengthening Federal Environmental, Energy and Transportation Management.

9.0 RECORDS MAINTENANCE

9.1 Records that may be generated as a result of implementing this Program Description will be identified in individual implementing procedures and will be maintained by the generating organization in accordance with organizational file plans. These records may include but are not limited to;

- Purchase Card Records and Receipts
- Contract Files
- Project ISMS/EMS Assessment Reports and associated documents

- Chiquita Center Occupant Emergency Plan

10.0 FORMS USED

None

11.0 ATTACHMENTS

None

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Procedure	All	2/11/08

PROCEDURE CHANGE REQUEST	
DATE: <u>12/06/07</u>	
INITIATOR: <u>T. J. Jackson</u>	
INITIATOR PHONE NUMBER: <u>60077</u>	
DOCUMENT AFFECTED: _____	
SECTION: _____	PARAGRAPH #: _____
IP NUMBER : _____	PARAGRAPH #: _____
NEW IP: <u>PD-450-01</u>	
PROPOSED	
REVISION: <u>Initial Procedure</u>	

JUSTIFICATION: _____	

Requested by: <u>T. J. Jackson</u>	DATE: _____
Approval: _____	DATE: _____
Associate Director	
Assigned to: <u>Allan Harris</u>	DUE DATE: _____

Document Review Record Sheet				
Document Title	EMCBC Environmental Management System			
IP Number PD-450-01	Revision No. 1	Date Issued for Review 12/10/07		
The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments				
To: L. Chafin	Extension: 60461	By:		
Additional Instructions:				
Reviewer	Approve	Approve w/Comments	Do Not Approve	Signature of Reviewer
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APPROVE: Signifies the reviewer's acceptance of the document issued for review.				
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General Review Comments:				
When review is delegated, the designated reviewer shall review and indicate concurrence with the designee's review comments and recommend disposition:				
Designated Reviewer	Concur	Do Not Concur	Signature	Date